



AGENDA

Regular Meeting of Council of the City of Kenora

**Wednesday, February 15, 2023
5:00 p.m.**

City Hall Council Chambers

Live Stream Link: <https://kenora.civicweb.net/Portal/>

1. Call to Order

2. Blessing and Land Acknowledgment – Councillor Manson

3. Public Information Notices

As required under Notice By-law #160-2022, the public is advised of Council's intention to adopt the following at today's meeting:

- Adopt the 2023 Five Year Municipal Capital Budget
- Declare City owned lands known as a portion of Superior Street as surplus to the requirements of the Municipality and authorize sale

4. Declaration of Pecuniary Interest and the General Nature Thereof

The Mayor will ask if any Member of Council has any Declarations of Pecuniary Interest and the General Nature Thereof pertaining to any items as follows:

- i) On today's agenda or from a previous meeting;
- ii) From a meeting at which a Member was not in Attendance

5. Confirmation of Previous Council Minutes

- Regular Council – January 18, 2023

6. Presentations/Deputations

- City of Kenora Ambassador Program Presentation

7. Additions to Agenda (urgent only)

8. Appointments

- None

9. Reports from Committee of the Whole

9.1 Corporate Services / Finance / Human Resources

- Section 357's
- Crime Prevention & Community Well-Being Advisory Committee Terms of Reference
- 2023 Five Year Capital Budget Approval

9.2 Fire & Emergency Services

- 2022 Annual Compliance Report
- Municipal Forest Fire Management Agreement
- Fire & Emergency Services Fourth Quarter & Annual Summary Report

9.3 Engineering & Infrastructure

- Engineering & Infrastructure Fourth Quarter Report

9.4 Community Services

- Application to NOHFC – Rural Enhancement Fund
- Seniors Community Grant Application
- Community Services Fourth Quarter Report

9.5 Development Services

- Declaration of Surplus Land – Superior Street

10. Housekeeping Resolutions

- Tbaytel Lease Agreement Extension – Keewatin Water Tower
- Water & Wastewater Monthly Summary – December 2022
- Various Agreement Execution

11. Tenders

- None

12. By-laws

Council will give three readings to the following by-laws: -

- Confirmatory
- Crime Prevention & Community Well-Being Advisory Committee Terms of Reference
- 2023 Five Year Capital Budget Approval
- Municipal Forest Fire Management Agreement
- Declaration of Surplus Land – Superior Street
- Tbaytel Lease Agreement Extension – Keewatin Water Tower
- Funding Agreement Amendment – FedNor – Strategic Plan
- Funding Agreement Amendment – MMAH – Electronic Records Management
- FoodCycler Municipal Program
- Bowman Electric – Sponsorship Naming Rights
- Jarnel Contracting – Sponsorship Naming Rights
- Moncrief Construction – Sponsorship Naming Rights
- Kenora District Services Board - Site Plan Control – Howard Property

13. Notices of Motion

14. Proclamations

- None

15. Announcements (non-action)

16. Adjourn to a Closed Session

That pursuant to Section 239 of the Municipal Act, 2001, as amended, authorization for Council to move into a Closed Session to discuss items pertaining to the following: -

- i) Education & Training Members of Council (3 matters – CAO, Mayor, Development Services updates)
- ii) Labour Relations (1 matter-Realignment presentation-deferred from February 8)
- iii) Trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization (2 matters-development information, development commitment)
- iv) Disposition of Land (1 matter-recreational property)
- v) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality (1 matter-policing costs)

17. Adjourn Meeting

Information on Voting by Mayor & Council under The Municipal Act, 2001

243. Except as otherwise provided, **every member** of a council shall have **one** vote;

245. Any question on which there is a **tie vote shall be deemed to be lost**, except where otherwise provided by any Act;

246. (1) If a member present at a meeting at the time of a vote requests immediately before or after the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce his or her vote openly and the clerk shall record each vote;

(2) A **failure to vote** under subsection (1) by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be **deemed to be a negative vote**.



February 7, 2023

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: Lease Renewal – Tbaytel Telecommunications Site Agreement, Keewatin Water Tower

Background Information:

Tbaytel entered into a 5 year telecommunications Site Agreement with the City of Kenora for installation of a cellular tower on the Keewatin Water Tower at 701, 5th Street, Kenora.

The original Lease was executed on April 29th, 2013 under By-law 40-2013. The Agreement includes three (3) five (5) year extension to the original lease. The 2018 extension, By-law 41-2018 will expire on April 30th, 2023.

The request is to authorize an amendment to By-law 41-2018, to extend the lease agreement for a second time commencing May 1, 2023 until April 30, 2028.

Each extension term shall be subject to the same terms and condition as agreed to during the initial Term, except that the annual rent in such extension shall be set at 110% of the annual rent of the previous term. Rent shall be paid annually, the Landlord is responsible for invoicing the tenant.

In 2023 Tbaytel will undergo upgrade to the leased area by exchanging the existing single wide equipment cabinet with two (2) narrower cabinets on the existing concrete pad. On the water tower, the existing mounts will remain, however antennas will be exchanged with new units and three (3) additional antennas. The upgrades have no impact to the original lease agreement, the construction drawings are provided as an attachment for information only.

Budget: As outlines in Section 4.0- Extension of the original Agreement dated April 29, 2013, the annual rent in the extension term shall be set at 110% of the annual rent of the previous term. The annual rent for this term is \$8,470.00 + HST.

Resolution for Council:

That Council authorizes an amendment to By-law Number 41-2018 in regards to a (5) year extension of lease agreement with Tbaytel for the installation of a cellular tower on the Keewatin Water Tower at 701, 5th Street, Kenora to reflect an amended annual fee; and

That the conditions and agreements contained within the original lease agreement contained in Bylaw number 43-2013 remain in effect with this extension; and

That three readings be given to amend the By-law for this purpose.

Briefing By: Stace Gander, Director of Economic Growth and Recovery
Bylaw Required: Yes



February 1, 2023

Housekeeping Council Briefing (direct to Council – does not appear at COW)

Agenda Item Title: 2022 Water & Wastewater Systems Monthly Summary Report – December

Background Information:

The Water and Wastewater Division will be providing Council with Water and Wastewater Systems Summary Reports, on a monthly basis.

The purpose of the Report is to provide Council with an understanding on how the City's water and wastewater systems operate and are maintained. Data will be collected at the end of each month and presented to Council for acceptance, see attached.

Due to the diversity of the City's electrician's work, a summary of their work is now included in an additional section, 5.0 Electrical Work, beginning in April 2021.

The Operations and Infrastructure Department recommends that Council accept the 2022 Water and Wastewater Systems Monthly Summary Report for December.

Resolution for Council:

That Council of the City of Kenora hereby accepts the November 2022 Kenora Water and Wastewater Systems Monthly Summary Report, as prepared by City administration.

Budget: N/A

Risk Analysis:

The risk level is low to moderate. The monthly reporting is standard practice for transparency purposes, and an opportunity to further Council's understanding of the Division's monthly budgeting. No mitigating strategies are required.

Communication Plan /Notice By-law Requirements:

Strategic Plan or other Guiding Document:

Goal #2 Strengthen Our Foundations

2-1 The City will ensure that our municipal infrastructure is maintained using available resources with the intent of moving towards all City infrastructure being in a good state of repair to ensure certainty, security and long-term stability of our systems.

2-2 The City will keep in the forefront that there is a significant infrastructure deficit, and current and future Councils will need to continue to work towards allocating sufficient resources to be able to adequately address this issue.

2-3 The City will ensure prompt and immediate response times supported by resilient communications in the event of system outages and other emergencies.

Briefing By: Marco Vogrig P.Eng., Acting Director of Engineering and Infrastructure
Bylaw Required: No

CITY OF KENORA

Monthly Summary Report Water & Wastewater Systems

December 2022

Prepared by: Mike Derouard, Water and Wastewater Supervisor
Ryan Peterson, Water Treatment Plant
Darryl Wilson, Wastewater Treatment Plant
Marc Prefontaine, Electrician

1.0 Introduction

This report contains the major maintenance activities and operational events that occurred during the month of December 2022 at the Kenora Area Water Treatment Plant, Kenora Wastewater Treatment Plant, Water Distribution System and Wastewater Collection System. This information report has been prepared for Council to better understand how the systems operate and are maintained on a monthly basis.

2.0 Water Treatment Plant

2.1 Monthly Flow and Operating Data – See Schedule “A”

2.2 Weekly Bacteriological Samples

1 Raw, 1 Treated and 6 Distribution for a total of eight (8) samples are taken on a weekly basis.

Sampling was conducted on the following dates:

- Dec 5th
- Dec 12th
- Dec 19th
- Dec 27th

All samples tested were within the allowable parameters.

2.3 Maintenance

- Installed new effluent free chlorine analyzer for trial observation.
- Replaced salt bridge on effluent pH analyzer.
- Replaced electrolyte in clearwell effluent chlorine analyzer.
- Tested generator batteries at all booster stations with backup power.

2.4 Training

- One operator completed two online CEU course from Fleming College.

2.5 Water Quality Complaints

- There were no water quality complaints in December.

2.6 Other Information

- Distribution chlorine residuals were collected on a weekly basis.
- Automation Now continued working remotely on programming upgrades.

- Migizi Ventures completed installation of new pump and motor at Norman booster station.

3.0 Water Distribution System and Wastewater Collection System

3.1 Maintenance

3.1.1. Water Distribution

- Dug and repaired 6” water main on Third Avenue West.
- Dug to install 1 ½ C/B on Water Street.
- Dug and repaired C/B on Rabbit Lake Road.
- Dug and repaired ¾ copper service on Donbrock Drive.
- Dug and repaired leaking C/B on Cambrian Drive.
- Flushing of fire hydrants.
- Two (2) water turn on for new construction.
- Five (5) water on/off for repairs.
- Three (3) on/off for the season.
- Repaired various main valve lids.
- Checked water bleeders on dead ends.
- Plowed water booster stations.
- Water meter reads and repairs.
- Various locates for Ontario One Call.
- Ninety-seven (97) water deliveries.

3.1.2. Wastewater Collection

- Dug and replaced 43 feet of 4” sewer service on Regina Avenue.
- Dug and repaired sewer service on Sixth Avenue.
- Flushing of sewer mains.
- Sewer lift station checks and cleaning.
- Replaced two (2) grinder pumps.
- Seven (7) calls for sewer rodding.
- Four (4) calls for grinder pumps.
- One (1) sewer service televise.
- Clearing of snow at lift stations.
- Responded to various station alarms.
- Various locates for Ontario One Call.

3.1.3. Water Thaws:

	December 2021	December 2022
City	0	0
Private	0	0

3.2 Training

- No training took place in December.

3.3 Boil Water Advisory(s) – 2022

In response to our new water main disinfection requirements in our license and permit, we now implement a Precautionary Boil Water Advisory anytime we work in the distribution system where the water mains have been turned off. This is to ensure the public is aware of our efforts and to maintain acceptable water quality throughout the distribution system. These Precautionary Boil Water Advisories are not an indication of an adverse water quality incident that would require the NWHU approval to rescind the advisory. Our testing to date has not indicated any adverse water quality conditions through our construction activities to date.

- There are no Precautionary boil waters to report for December.

3.4 Other Information

- No other information to report for December.

4.0 Wastewater Treatment Plant

4.1 Monthly Flows & Operating Data – See Schedule “B”

4.2 Samples

4.2.1. **Monthly** – Laboratory Results from the Complete Analyses of Treated Effluent and Raw Sewage Samples sent out on December 13, 2022 as per the Certificate of Approval’s (COA’s) monitoring and recording requirements are:

- a. Raw Sewage – Total BOD₅ (biological oxygen demand): 140 [mg/L]
- b. Final Treatment Effluent – Total CBOD₅ (carbonaceous biological oxygen demand): 6.0 [mg/L] – limit is 25 [mg/L].
- c. Raw Sewage – Total Suspended Solids: 239 [mg/L].
- d. Final Treated Effluent – Total Suspended Solids: 7.6 [mg/L] – limit is 25 [mg/L].

4.2.2. **Weekly** – Laboratory Results on the weekly samples of final treated effluent sent on December 6, 13, 19, and 27 for E. Coli are:

- a. Geometric Means of the samples in November was 3.16 organisms/100mL.
- b. Geometric Means Limit as per Certificate of Approval is 200 organisms/100mL.

In summary, raw sewage enters the plant with E. Coli counts of approximately 3 million organisms/100 mL and effluent leaves the plant with a geometric mean of 3.16 organisms/100 mL, which is within the COA’s limit of 200 organisms/100 mL. Plant final effluent CBOD was 6.0 p.p.m., and final effluent T.S.S. was 7.6 p.p.m., both well within the C of A requirements.

4.3 Maintenance

4.3.1 Sludge press maintenance (clean and grease) in the 700 Building.

- 4.3.2 Mechanic repaired two air leaks on Sludge Truck 204.
- 4.3.3 Unplugged the supernatant pump for the digesters.
- 4.3.4 Tightened packing gland on the East supernatant pump.
- 4.3.5 Electrician replaced the thermostat for the heater in the blower room.
- 4.3.6 UV maintenance Bank A cleaned, greased, and limeaway.
- 4.3.7 Ontario Northwest Door arrived to replace the seal, rollers, and made adjustments to the overhead door in the 700 Building.

4.4 Training

- No training took place in December.

4.5 Other Information

- 4.5.1 Health and Safety inspection was conducted on December 20, 2022.

5.0 Electrical Work

The Water /Wastewater Division employs two on staff electricians. Due to the number of sewage pumping stations and grinder pumps that we operate, there are a significant number of electrical repairs and ongoing maintenance that require attention on a daily and weekly basis. In addition, we also provide the services of our electricians to all other municipal services as time permits. This information is provided to Council to understand how the Electricians provide a valuable service to all departments

5.1 Wastewater Pumping Stations

- Maintenance, troubleshooting and repairs.
- ESA deficiencies rectified.
- Lift Pump replacements.
- Maintenance, calibration, and testing of flow meter at Sultana Station.

5.2 Wastewater Treatment Plant

- Plant electrical maintenance and repairs.
- Instrument calibrations.
- Repaired and replaced Heater Controls in 500 Building.

5.3 Water Treatment Plant

- Plant electrical maintenance and repairs.

5.4 Booster/Water Dispenser Stations/Waterworks

- Maintenance and repairs on water dispensing unit at both Evergreen and Rabbit Lake.
- ESA deficiencies rectified.
- Serviced and repaired Card Readers.
- Feed new booster pump at Norman Booster Station.

5.5 Operations Building

- Electrical maintenance and repairs.
- ESA deficiencies rectified.

5.6 Waste Transfer Facility

- Electrical maintenance and repairs.
- ESA deficiencies rectified.
- New service feed and hookup for new building.
- Scale traffic lights repaired.

5.7 Facilities

- Electrical maintenance at City Hall, Kenora and Keewatin Recreation Centre's, Libraries, Museum, and Arts Centre.
- ESA deficiencies rectified.
- Decommissioned air exchanger in Coin Room.
- Installed electrical and control circuits for HRV in Council Chambers.
- Removed/replaced CO2, NO2 alarm transmitters and controller unit in Mechanics Shop exhaust system.

5.8 Firehall(s)

- ESA deficiencies rectified.

5.9 Parks/Cemetery

- ESA deficiencies rectified.

6.0 Traffic Signals/Streetlights

- Electrical maintenance, troubleshooting, repairs and monitoring.

6.1 Locates

- Located and marked City underground electrical infrastructure.
- Emergency locates for Sewer and Water digs.

6.2 Grinder Pumps

- Wiring and initial setup of new pumps and floats.
- Maintenance and repairs at some of the 300+ in use throughout the City.

Schedule "B"

Wastewater Systems Flow & Operating Data Monthly Summary Report - 2022

Wastewater Plant Flows		January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<u>Influent Flow</u>														
Total Influent Flow	m ³ /mon.	173,163	157,350	225,028	436,469	642,434	399,976	429,257	336,482	198,007	172,884	162,277	171,541	3,504,868
Maximum Daily Influent Flow	m ³ /day	5,954	6,069	10,913	30,870	32,043	16,491	25,359	18,039	8,291	6,091	5,864	6,049	172,033
Minimum Daily Influent Flow	m ³ /day	5,227	5,209	5,644	7,711	14,465	11,551	10,778	8,393	5,673	5,032	5,044	4,873	89,600
Average Daily Influent Flow	m ³ /day	5,586	5,619	7,259	14,549	20,724	13,333	13,847	10,854	6,600	5,577	5,409	5,534	114,891
<u>Effluent Flow</u>														
Total Effluent Flow	m ³ /mon.	184,865	167,604	231,498	425,013	617,980	392,928	421,185	336,551	205,165	182,270	168,771	174,826	3,508,656
Average Daily Flow	m ³ /day	5,963	5,986	7,468	14,167	19,935	13,098	13,587	10,856	6,839	5,879	5,626	5,640	115,044
<u>Samples</u>														
<u>Weekly Bacteriological --ALS Labs</u>														
Number of Raw Samples Taken		1	1	1	1	1	1	1	1	1	1	1	1	12
Number of Treated Samples Taken		3	4	5	4	5	4	4	5	4	5	4	4	51
Geometric Means (Bacti Samples)		21.54	10	15.85	11.89	56.5	22.13	13.16	7.24	2.11	1	2.53	3.16	167.11
Sludge Hauled to Landfill	m ³ /mon	273.6	205.2	216.6	296.4	159.6	250.8	296.4	216.6	228	262.2	205.2	216.6	2827.2
<u>Callouts</u>														
		5	2	3	6	5	2	3	0	1	1	2	0	30

Schedule "B"

Wastewater Systems Flow & Operating Data Monthly Summary Report - 2021

Wastewater Plant Flows		January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<u>Influent Flow</u>														
Total Influent Flow	m ³ /mon.	157,559	148,065	184,634	198,772	200,170	177,564	174,863	178,758	193,921	285,637	253,260	195,195	2,348,398
Maximum Daily Influent Flow	m ³ /day	5,524	6,030	6,791	9,317	7,285	7,203	7,184	9,087	9,132	17,620	9,335	7,200	101,708
Minimum Daily Influent Flow	m ³ /day	4,681	4,869	5,376	5,224	5,917	5,112	4,994	5,101	5,452	5,340	7,222	5,369	64,657
Average Daily Influent Flow	m ³ /day	5,083	5,288	5,955	6,626	6,457	5,919	5,641	5,766	6,464	9,214	8,442	6,297	77,152
<u>Effluent Flow</u>														
Total Effluent Flow	m ³ /mon.	156,936	146,572	181,732	191,799	190,643	173,172	176,024	185,001	202,498	294,350	264,569	204,319	2,367,615
Average Daily Flow	m ³ /day	5,062	5,235	5,862	6,393	6,150	5,772	5,678	5,968	6,750	9,495	8,819	6,591	77,775
<u>Samples</u>														
<u>Weekly Bacteriological --ALS Labs</u>														
Number of Raw Samples Taken		1	1	1	1	1	1	1	1	1	1	1	1	12
Number of Treated Samples Taken		4	4	5	4	4	5	4	4	5	4	5	4	52
Geometric Means (Bacti Samples)		11.28	11.89	10	10	10	10	10	10	18.88	14.14	10	4.64	130.83
Sludge Hauled to Landfill	m ³ /mon	273.6	239.4	251	285	171	205.2	250.8	239.4	193.8	182.4	182.4	239.4	2713.4
<u>Callouts</u>														
		0	1	3	2	2	2	8	5	6	7	5	5	46



January 31, 2023

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: Ratifying Numerous Agreements

Background Information:

In accordance with the City's Procurement Policy, various agreements pertaining to matters that have been discussed by Council in previous meetings, or for items that have been procured in accordance with the Procurement Policy authorities through approved annual budgets, the Mayor and Clerk have executed the following agreements on behalf of the Corporation. These are now ready for bylaw.

This report will appear monthly before Council to outline the agreements that are executed on behalf of the Corporation and each agreement is available in the Clerk's office should a member of Council wish to review.

These agreements include:

Contribution Agreements

- Funding Agreement Amendment – FedNor – Strategic Plan
- Funding Agreement Amendment – MMAH – Electronic Records Management

Services Agreements

- FoodCycler Municipal Program

Other Agreements

- Bowman Electric – Sponsorship Naming Rights
- Jarnel Contracting – Sponsorship Naming Rights
- Moncrief Construction – Sponsorship Naming Rights
- Kenora District Services Board - Site Plan Control – Howard Property

Resolution for Council:

That the Mayor and Clerk be hereby authorized to execute the following agreements on behalf of the Corporation of the City of Kenora:

- Funding Agreement Amendment – FedNor – Strategic Plan
- Funding Agreement Amendment – MMAH – Electronic Records Management
- FoodCycler Municipal Program
- Bowman Electric – Sponsorship Naming Rights
- Jarnel Contracting – Sponsorship Naming Rights
- Moncrief Construction – Sponsorship Naming Rights
- Kenora District Services Board - Site Plan Control – Howard Property

That three readings be given to bylaws for this purpose.

Budget: in accordance with each project

Risk Analysis: These items have been procured or agreed to in accordance with the policy. The adoption of the bylaws for these agreements are the administrative portion of the procurement process and must be finalized.

Communication Plan/Notice By-law Requirements: bylaws

Briefing By: Heather Pihulak, Director of Corporate Services/City Clerk

Bylaw Required: Yes